

## **EVIDENCE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible positions in the Identification Division, the primary duties of which are the responsibility for the accurate accounting and security of all property in the evidence room and collecting and maintaining control of evidence relative to crime scenes. Evidence Officers respond to all crime scenes and accident fatalities and write crime scene narratives. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Employees of this class report to and have work reviewed by the supervisor of the Identification Division.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the preparation, identification, and maintenance of assigned evidence by receiving, sorting, and securing all property delivered to the evidence room. Releases property to officers, property owners, the courts, and other agencies in accordance with appropriate and lawful disposition of property. Prepares unreturnable items for disposal in accordance with department policies, court orders, federal laws, and state statutes. Matches stolen and lost property with property inventory. Handles monies submitted as evidence. Conducts audits of property inventory. Explains evidence room procedures and disposition of evidence to officers, the general public, and outside agencies. Verifies evidence reports against property to ensure accuracy. Maintains an accurate account of all property transfers and releases. Ensures that all efforts are taken to make the property room as safe as possible for employees as well as property.

Responds to all crime scenes and accident fatalities to search for, photograph, video, collect, preserve, classify, and identify physical evidence such as palm prints, fingerprints, blood, and hair fibers. Prepares castings and moulages of foot or hand impressions, tire impressions, and other impressions considered evidence at the crime scene. Instructs and assist officers in the proper use of photographic and fingerprint

equipment. Writes crime scene narratives and prepares sketches of the crime scene. Performs basic analysis of photographs. Reproduces photographs and videos and organizes photo line-ups of suspects as required for detectives and other agencies. Maintains chain of evidence collected including logging in, packaging, and purging the evidence. Tests fire weapons to determine functionality and researches cases for proper disposal of such. Transports evidence and materials to forensic labs or other agencies for investigation and analysis.

Maintains detailed filing systems and records for the division for booked property, photographs, correspondence, forms, records, and reports. Opens incoming mail, sorts, and distributes the mail to proper person. Proofreads typed materials and corrects errors. Processes outgoing mail and interdepartmental correspondence. Develops new forms or revises old forms in order to improve the accuracy and efficiency of documentation. Inspects, orders, and maintains equipment and supplies within budgetary limitations that are used for processing crime scenes and/or gathering evidence. Distributes supplies and equipment as required. Gets estimates on repair costs for any assigned equipment. Locates and arranges repair services and maintenance of all assigned equipment. Inspects equipment or property after repairs to see that repairs were properly accomplished. Makes recommendations on major purchases for the department. Provides informal "on-the-job" training for new employees.

Assists in the development and presentation of departmental training relating to the collection, handling and presentation of evidence. Prepares reports and accompanying evidence for court presentation and testifies in court when required. Assists other personnel in preparing for court in relation to physical evidence. Acts as a consultant for other departments in surrounding areas, providing them with technical expertise and assistance. Promotes a positive image of the work of the department in the daily performance of duties. Answers telephone inquiries and assist in handling complaints from the public about the operation of the division.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must not be less than twenty-one years of age.